

**STATE WATER RESOURCES CONTROL BOARD**  
**LEGALLY RESPONSIBLE OFFICIAL REGISTRATION FORM FOR THE SSO DATABASE**

A legally responsible official (LRO) is any individual authorized to enter and certify data into the online sanitary sewer overflow (SSO) database on behalf of an agency enrolled under Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003). A LRO must certify any submitted SSO report. A LRO is defined as either a principal executive officer or ranking elected official for an agency, or a duly authorized representative of that person. To qualify as a duly authorized representative, an individual must receive authorization in writing from another LRO (this completed form satisfies this condition) and have responsibility for the overall operation of the regulated facility or activity. This form enables agencies to register an additional LRO for SSO reporting.

## 1. LRO Registration Information

I, \_\_\_\_\_, certify that I am a legally responsible official for  
 \_\_\_\_\_ print name  
 \_\_\_\_\_. My signature on this form certifies that, I agree, my  
 \_\_\_\_\_ agency  
 California Integrated Water Quality System (CIWQS) user ID and password constitute my electronic  
 signature and any information I indicate I am electronically certifying contains my signature. I understand  
 that I am legally bound, obligated, and responsible by use of my electronic signature as much as by a  
 hand-written signature.

I agree that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Resources Control Board, within 24-hours of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised. I certify that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person.

I have provided the following contact information:

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency WDID #: \_\_\_\_\_

Sanitary Sewer System: \_\_\_\_\_

Title/Role: \_\_\_\_\_

I certify that the above information is complete and correct. By signing this registration form, I agree, on behalf of myself and \_\_\_\_\_, to be bound by its terms.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## 2. Approved by a Legally Responsible Official for the agency on file with the State Water Board

I, \_\_\_\_\_, certify that I am a legally responsible official for  
print name

\_\_\_\_\_. My signature on this form authorizes a legally  
agency

responsible official account to be created within CIWQS for the individual listed above. A legally

responsible official account will allow this individual to enter, edit, delete, and certify data associated with

SSO reports for the agency.

Regional Water Quality Control Board: \_\_\_\_\_

Agency WDID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mail completed form to (this form must be mailed because an original signature is required to be on file):

CIWQS Registration  
P.O. Box 671  
Sacramento, CA 95812

NOTE: Please call the CIWQS Help Center with any questions regarding this form at (866)792-4977.